

REGULAR COUNCIL MEETING JANUARY 11, 2011

The regular meeting of the Council of the Town of Altavista was held in the Council Chambers of the Municipal Building, 510 Seventh Street on January 11, 2011 at 7:00 p.m.

1. Mayor Burgess called the meeting to order and presided.
2. Rev. Kelsey Brown, Altavista Presbyterian Church, gave the invocation.

Council members
present:

Mr. J.R. Burgess
Mr. Ronald Coleman
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Bill Ferguson
Mr. Jay Higginbotham
Mr. Michael Mattox

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. W. Morgan Allen, Jr., Treasurer
Mr. Dan Witt-Assistant Town Manager
Chief Clay Hamilton, Police Department
Deputy Chief Kenneth Walsh, Police Department
Mr. John Tomlin, Public Works Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration
Mrs. Tobie Shelton, Administration

Mayor Burgess welcomed Mr. Charles Edwards to Council. He also wished everyone a “Happy New Year” stating the past year had gone well and hoped 2011 would also.

3. Mayor Burgess asked if there were any question regarding the agenda.

A motion was made by Mr. Mattox, seconded by Mr. Coleman, to approve the agenda.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

4. Mayor Burgess asked if there were any questions regarding the minutes of the December 14, 2010 Town Council Meeting.

A motion was made by Mrs. Dalton, seconded by Mr. Coleman, that the minutes of December 14, 2010 Town Council Meeting be approved as presented.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

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Mayor Burgess presented the invoices for the month of December and asked if there were any questions regarding the invoices.

Mayor Burgess appointed standing committees as follows:

Finance/Legislative Committee-Ronald Coleman, Mike Mattox, Beverley Dalton

Utilities Committee-Beverley Dalton, Jay Higginbotham, Charles Edwards

Public Works Committee-Bill Ferguson, Jay Higginbotham, Charles Edwards

Police Committee-Mike Mattox, Ronald Coleman, Bill Ferguson

Council Representation on other committees:

Property Maintenance-Ronald Coleman, Mike Mattox

Recreation Committee-Mike Mattox

Planning Commission-Bill Ferguson

Mayor Burgess mentioned a transportation committee needs to be formed at a later date.

5. Financial Statements

6. Public Comments

Mayor Burgess asked if anyone would like to address Council regarding any issue not listed on the agenda.

Ms. Jo Kelley, Altavista on Track, came forward and introduced Cub Scout Pack 184. Ms. Kelley advised these young men built the displays located in the Town Hall lobby (Dairy Freeze, Chef's, Staunton River Memorial Library, and the Booker Building). The models won second place in the floats category at the 2010 Christmas parade.

Members of the pack in attendance were: Franklin West, Walker Coleman, Jacob Wageman, Tyler Coleman, Daniel Wagner, Leader Don Wageman, James Edmond and Ran Wood.

7. Special Items or Recognition

a. Garden Club Presentation

Mr. Witt came forward to present Council with a check in the amount of \$4,800 on behalf of the Staunton River Garden Club. The Staunton River Garden Club sponsored the planting of trees at the new Gateway Park.

Mr. Coggsdale advised a plaque will be presented to the Staunton River Garden Club at a later date.

8. Committees

No reports

9. Unfinished Business

a. K-9 Unit Resolution

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Mr. Coggsdale advised Town Council approved the concept of accepting the K-9 (police dog) from the Town of Brookneal. Staff has been working to finalize the paper work that would allow the transfer and usage of the K-9 the Town of Altavista. Staff requests Council adopt a resolution regarding the USDA grant.

A motion was made by Mr. Mattox, seconded by Mr. Ferguson, to adopt the resolution regarding transfer of ownership of the K-9 unit from the Town of Brookneal to the Town of Altavista under the USDA grant.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

RESOLUTION FOR ACCEPTANCE OF USDA GRANT
FOR K-9 and K-9 Equipment Being Transferred from the Town of Brookneal

WHEREAS, The Town of Altavista resolves that it is in the best interest of the Town of Altavista to abide by all restrictions and covenants contained within the existing grant agreement pertaining to the K-9 and K-9 Equipment with the Rural Development Grant funds provided to the Town of Brookneal. This K-9 and K-9 equipment will be transferred to the Town of Altavista from the Town of Brookneal.

NOW, THEREFORE, BE IT RESOLVED that the foregoing reasons the Town of Altavista adopts, establishes, and agrees to abide by that certain grant agreement between the Town of Brookneal and the United States of America acting through the Rural Housing Service of the Department of Agriculture dated July 8, 2009, and all related documents relating to the K-9 and K-9 equipment, the ownership of which will be transferred to the Town of Altavista.

Adopted this 11th day of January 2011.

J. R. Burgess, Mayor

Attest: Town Clerk

Mayor Burgess welcomed Mrs. Tobie Shelton to the Council meeting. Mrs. Shelton will be replacing Mr. W. Morgan Allen, Jr. as Finance Director upon his retirement March 1, 2011.

b. Armory Facility Condition Assessment RFP

Mr. Coggsdale presented Council with a Request for Proposals (RFP) for a "Facility Condition Assessment" at the Altavista Armory as directed at last month's meeting. He asked Council for comments on the document before advertising the RFP.

Mr. Mattox asked for suggested uses for the facility to be included.

Mr. Higginbotham questioned the cost to repair the building and asked should the Town consider handling some of the work.

Mr. Mattox stated the cost of necessary repairs are unknown.

Mr. Higginbotham felt staff should contact roofers and other contractors for estimates.

Mr. Coggsdale stated the RFP is asking for the condition of the roof, heating system, the building, the electrical system, etc.

Mr. Higginbotham asked that (i) Existing water and sewer connections be removed from the document and felt the cost could be determined internally.

Mr. Coggsdale stated he basically was presenting this document to Council for their approval prior to advertising the RFP.

Mrs. Dalton stated her questions centered around what level of electricity does the building have, the number of lavatories and are they in working order, these types of matters.

Mr. Ferguson spoke on behalf of the committee stating everyone agreed issuing an RFP was the route to take.

Mr. Edwards suggested publishing the RFP and see what it comes back as and putting together a scenario to be presented at the same time.

10. New Business

a. FY2011 Budget Amendments

Mr. Allen presented Council with the proposed FY2011 Mid-Budget Amendments as follows:

REVENUES

General Fund

Mobile Homes	Account 010-0000-305-01-00	+	100
Local Audit Revenue	Account 010-0000-307-07-00	+	5,900
Local Transit Passenger Rev.	Account 010-0000-307-10-00	+	1,000
Permits/Zoning/Signs	Account 010-0000-308-02-01	+	300
Interest Income	Account 010-0000-321-02-00	-	30,000
State Transit Revenue	Account 010-0000-341-13-00	+	14,000
County Litter Grant	Account 010-0000-342-02-00	+	200
VDOT TEA21 Grant	Account 010-0000-343-03-00	+	247,300
Federal Transit Revenue	Account 010-0000-343-04-00	+	<u>138,000</u>
		+	376,800

Enterprise Fund

Interest	Account 050-0000-321-02-00	-	12,000
Sewer Charges – Outside	Account 050-0000-333-03-00	+	1,500
Sewer Surcharges	Account 050-0000-333-05-00	+	<u>11,000</u>
		+	500

Community Improvement Fund

Interest	Account 070-0000-321-02-00	-	200
CDBG Loan Pool	Account 070-0000-336-01-00	+	4,000
Miscellaneous	Account 070-0000-351-04-00	+	<u>100</u>
		+	3,900

Library Fund

Interest	Account 030-0000-321-02-00	-	<u>100</u>
			100

REVENUES (Continued)

Cemetery Fund

Interest	Account 090-0000-321-02-00	-	<u>800</u>
			800

GRAND TOTAL REVENUE + 380,300

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EXPENDITURES

Administration

None

Non-Departmental

VDOT TEA21 Expenses	Account 010-9103-803-81-30	+	280,500
CIP-Replacement	Account 010-9105-801-81-30	+	<u>8,000</u>
		+	288,500

Police

Conventions/Education	Account 010-3101-501-50-26	-	700
Dues & Assoc. Memberships	Account 010-3101-501-50-28	+	700
Miscellaneous	Account 010-3101-501-50-32	+	<u>2,700</u>
		+	2,700

Public Works

Materials & Supplies – Litter	Account 010-4102-601-60-26	+	200
Improvements – Parks/Repl.	Account 010-4104-602-81-26	+	<u>81,000</u>
		+	81,200

Transportation Department

Salaries & Wages	Account 010-6101-403-10-02	+	31,200
Benefits – FICA	Account 010-6101-403-20-02	+	2,400
Benefits – VRS	Account 010-6101-403-20-04	+	1,500
Workers Compensation	Account 010-6101-403-20-10	+	700
Contractual Services	Account 010-6101-403-30-06	+	1,800
Contractual Services			
Maint. Services Cont.	Account 010-6101-403-30-08	+	400
Contractual Services			
Misc. & Professional	Account 010-6101-403-30-14	+	700
Contractual Services			
Physicals	Account 010-6101-403-30-16	+	600
Other Charges	Account 010-6101-403-50-08	+	1,100
Telecommunications			
Other Charges			
Motor Vehicle Ins.	Account 010-6101-403-50-12	+	900
Other Charges			
Subsistence/Lodging	Account 010-6101-403-50-24	+	300
Other Charges			
Conventions & Edu.	Account 010-6101-403-50-26	+	700
Other Charges			
Misc./Indirect	Account 010-6101-403-50-33	+	1,000
Other Charges			
Office Supplies	Account 010-6101-403-60-02	+	300
Materials & Supplies			
Fuels & Lubricants	Account 010-6101-403-60-06	+	7,000
Materials & Supplies			
Vehicle & Equipment	Account 010-6101-403-60-08	+	3,500
Materials & Supplies			
Other Operating Supplies	Account 010-6101-403-60-14	+	800
Materials & Supplies			
Supplies	Account 010-6101-403-60-18	+	300
CIP – Vehicle	Account 010-6101-403-82-02	+	<u>100,000</u>
		+	155,200

Library Fund

CIP – Repl. Library Const.	Account 030-4103-601-81-28	+	<u>161,200</u>
		+	161,200

Water Department

None

Wastewater Department

Fees Paid to the Common-wealth	Account 050-5101-702-50-86	+	<u>2,700</u>
		+	2,700

Community Improvement Fund

CIP – Improvements

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Other than Buildings	Account 070-9103-801-82-30	+	17,300
		+	17,300
<u>Cemetery Fund</u>			
None			

GRANT TOTAL EXPENDITURES	+	708,800
NET CHANGE TO BUDGET	+	328,500

Mr. Allen stated in total the revenue is being increased \$380,300 and on the expense side, expenses are being increased \$780,800 for a net change to the budget of (\$328,500). He said although there were many expenses, the largest would be the new transit system and the day to day operation of the transit system. This was not budgeted because the grant was not approved when we finalized the budget. Mr. Allen stated the 10 percent rule comes into effect with these line items.

A motion was made by Mr. Edwards, seconded by Mr. Coleman, to adopt Budget Amendments for the first six months of FY2010/2011 in the amount of \$328,500 as a net increase to the FY2010/2011 Budget.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

b. FY2012 Transit Budget

Mr. Witt advised the transit fiscal budget process is based on the federal fiscal year which starts October 1 and runs through September 30 which is different from both the state and local fiscal years. The grant application to continue the buses is due February 9, 2011. This is prior to Council's review of the FY2012 budget. Mr. Witt indicated he has no history to base his budget request on which is a challenge. He stated he had met with Mr. Ken Pollard, DRPT, to discuss this year's budget and both budgets for FY2012. They agreed to keep the operational budget the same as in FY2011-FY2012-\$43,000 federal, \$13,000 state, \$30,000 local match, \$2,000 fare revenue. Mr. Witt mentioned half of his salary will come out of this grant, along with monies to cover the bus drivers, the insurance, fuel and repair cost for the buses. He stated buses were purchased last year. This year shop equipment is needed; ramps, computer system; electrical supply at the Public Works Department would need upgrading. These items can all be used on other equipment needing servicing.

Mr. Witt asked for permission to move forward with making the application; understanding the Town would tentatively commit \$32,000 to \$34,000 for operating the buses.

Mr. Higginbotham questioned the number of riders.

Mr. Witt stated he has had 111 riders the first seven days of operation with an average of 15 daily riders.

Mr. Higginbotham questioned what locations the riders are going to.

Mr. Witt said most riders are being dropped off at Vista Foods, Wal-Mart, and the library.

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Mr. Edwards stated 15 riders a day would be 7 ½ people a day assuming they go and return on the bus. He felt it was immaterial if it was local, state or federal monies; he was concerned that \$88,000 would be spent for 7 people to ride the bus.

Mrs. Dalton recalled Council previously made the decision to give the transit system a chance and stated it is too early to determine if it will be successful.

Mr. Coleman asked Mr. Witt if other localities had approached him in regard to extending the services in their area.

Mr. Witt stated he has been approached by the Town of Hurt, Liberty University, and the Area on Aging. He said he will be evaluating the present route before looking at the possibility of extending into another locality.

Mr. Edwards clarified previously Council has agreed to try the system for a year.

Mr. Mattox stated it was not agreed upon for a period of time.

Mrs. Dalton stated a grant was received for the buses and now is not the time to negate what is already in place.

Mr. Edwards stated he was not saying park the buses today but that he was uncomfortable designating that amount of money a year in advance with only one week behind us.

Mr. Coggsdale stated the issue is the budget cycle. The Town is not on the same budget cycle as the Federal government. Staff is at a point where an application for funding has to be submitted which will start on October 1, 2011. Mr. Coggsdale felt Council would be in a better position a year from today to make a more informed decision with more data. He stated in order to operate beyond September 30, 2011, now is the time to submit the application.

Mr. Witt added if it is the goal of Council to have a self sustaining transit system it would not happen; there is not one in the United States.

Mrs. Dalton suggested we are giving this project the opportunity to continue. If six months from now, for some reason, it is apparent to all that it seems ludicrous to continue, the idea could be rescinded before October 1, 2011.

Mr. Edwards stated he could image himself supporting the transit system but not when it cost 44 times more than received revenue. He felt it was unfortunate that a decision had to be made tonight on the budgeting of monies based on the limited information.

A motion was made by Mr. Mattox, seconded by Mr. Ferguson, that the Town include in its FY2012 Budget \$34,000 for the local match for the Altavista Community Transit System (ACTS).

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	No
	Mr. Mike Mattox	Yes

c. Altavista EMS Request-Benefit System

Mr. Coggsdale advised he has received a letter from the Altavista EMS requesting their employees being extended the opportunity to participate in the Town's benefit program; primarily the Health Insurance and Retirement (VRS).

Mr. Mark Moss, Altavista EMS Executive Vice President, came forward to answer any questions. Mr. Moss stated they have gone out on their own to open benefits but because the organization is so small they are unable to find an economical plan.

Mayor Burgess questioned if the EMS would be asking for funds.

Mr. Moss clarified they would handle all the administrative and finance issues, and did not want to burden the Town in any way.

Mayor Burgess referred this matter to the Finance Committee and Mr. Allen for review.

d. Economic Development Discussion

Mr. Edwards spoke to Council referring to an email he had sent to each member making them aware of some concerns of the retail community. Mr. Edwards stated there is evidence that the investments made in the downtown area have not helped the retail businesses. Mr. Edwards presented Council with a collage of 37 empty storefronts currently located in town. While the appearance of downtown has been vastly improved, it is not stimulating business for the retailers. The problem lies in the shrinking of payroll dollars and reduction of population. Since 1960 the population has dropped 27%. With the closing of The Lane Furniture Company, Klopman Mills and Magnitech, 2,500 to 3,000 paychecks have left the area. Mr. Edwards stated although he doesn't have the statistics to prove it, he felt the Town's population is aging and would likely spend less of their dollars at the retail level. Without the introduction of new jobs there is no reason to expect this trend to change. At a bare minimum, the jobs that were here need to be replaced and that would only maintain the status quota. Mr. Edwards felt the Town has failed to do this. He stated after serving some months on the AEDA, he is finding there is no ongoing effort directed solely to bringing industrial and/ or service jobs to the Town, other than a subcommittee of the Altavista Chamber. Mr. Edwards stated he felt Council was not accomplishing what the citizens expect. Mr. Edwards respectfully requested a committee consisting of members of the Altavista Economic Development Authority, Altavista Chamber of Commerce, and Council be appointed to determine what Altavista might do to identify and attract new industry to the area. He stated Council should financially support the ongoing effort and be prepared to do so. He stated several items should occur: identify someone or some company familiar with the effort of determining and locating potential businesses. There are funds available to do this with a return of revenue. While Council would be guided by this person, Mr. Edwards suggested \$3,000,000 of the \$13,000,000 in surplus be lent to new or expanding businesses at a very low interest rate but highly secured. He felt this could be attractive to an expanding or relocating business. This could double the current interest received while securing a new tax base and new jobs. Mr. Edwards felt there are things that can be done that would enhance the probability of bringing new jobs and enhancement to the Town.

Mayor Burgess asked for volunteers to serve on the committee.

Mr. Coleman stated he would serve since he is already a member of the Altavista on Track Board.

Mayor Burgess requested and appointed Mr. Morgan Allen to the committee.

As of this meeting, the committee consists of Mr. Edwards, Mr. Coleman, Mr. Allen and Mr. Coggsdale.

Mr. Coggsdale mentioned this has been mentioned previously with the questions raised of what is the Town's goals and objectives and at some point the Altavista Economic Development would like to schedule a work session with Council.

Mr. Edwards stated he did not think there was any concentrated effort; he is on the AEDA and hasn't seen an effort from this board.

Mr. Coggsdale stated part of it is from a staff level and from working with Campbell County and the Virginia Economic Development Partnership. He said there are goals and objectives out there at a wider range.

Mayor Burgess mentioned these efforts have to go through Region 2000 for approval to get anything out of the state.

Mr. Coleman felt this was one of the problems the different organizations have had is they want a commitment from Council to support them through the County; the boards want to do what is needed for the Town of Altavista.

Mr. Edwards stated he is aware the county and state can be of great support to the Town but if their interests are as genuine as the Town's, they will support the Town's interest.

11. Town Manager's Report

Mr. Coggsdale welcomed Mrs. Laura Heavner to Administration as the IT/Human Resources person. Mrs. Heavner began working with the Town January 5, 2011. Mrs. Heavner will be replacing Mrs. Tobie Shelton as she moves into Mr. Allen's position upon his retirement March 1, 2011.

Mr. Coggsdale also noted Mr. James Goggins graduated from the Central Virginia Criminal Justice Academy December 15, 2010.

Mr. Coggsdale noted the Time Capsule created as part of the Centennial celebration is being displayed in the lobby.

Mr. Coggsdale reminded Council of the Altavista Chamber of Commerce's annual dinner scheduled for January 22, 2011 at the Altavista Elementary School. He asked Council if they were interested in continuing their quarterly meetings with the County.

Mr. Mattox asked if a work session should be scheduled to review the Utility Study.

Mr. Coggsdale stated he has been working with CCUSA over the past few months regarding a faulty valve that allows water to flow through into our system off of their system. This valve has been fixed. The Town will be responsible for payment of this water from CCUSA.

Mr. Higginbotham asked Mr. Tomlin if he has reviewed the WW Associates report on the tank and requested his recommendation on how he sees this fitting into or not fitting into our system.

Mr. Edwards questioned how the flow between Campbell County and the Town is calculated.

Mr. Coggsdale stated a valve was put in because of the need to backflow the system. When the spring is off, the residents in the Gibson Road area still need water.

Mr. Edwards asked if it would be appropriate to have a valve to separate their system from our system aside from the folks that need water when the spring is

off. He also asked if there was a procedure or policy in place to exercise the valves on a schedule.

a. Project Updates

VDOT Enhancement Project and Downtown Utility Replacement Project

Staff is working with Engineers on preparing for Project 2 Bidding.

Community Development Block Grant

Façade Improvements

Streetscape (Gateway Park)

Completed.

Upper Story Housing

Bids are being reviewed on nine units.

Marketing

Way finding signage installed.

Library Roof project

Contract is being executed with selected contractor.

15th Street Park

Final items are being addressed.

Armory Reuse

Facility Condition Assessment RFP developed.

Discussed previously

b. Reports

- i. Departmental
- ii. Other

c. Other Items as Necessary

d. Information Items

11. Matters from Town Council Members

12. Closed Session

A motion was made by Mr. Mattox, seconded by Mr. Ferguson that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended, Section 2.2-3711 (Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body and Section 2.2-3711 (A)(5) regarding discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Council went into closed session at 8:25 P.M.

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Notice was given that council was back in regular session 9:25 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Mayor Burgess asked if there was anything else to bring before Council.

The meeting ended at 9:35 p.m.

J. R. Burgess, Mayor

W. Morgan Allen, Jr., Clerk